Missouri Department of
Elementary and Secondary Education

School Food Services

Building Data
User Manual

July 18, 2001, Version 1.0
Information Technology

Overview

This system is designed to facilitate the administration of Child Nutrition Programs to public and non-public Local Education Agencies (LEA) throughout the state of Missouri. The system will enable compliance with both the State of Missouri and United States Department of Agriculture (USDA) regulations by the School Food Services Section of DESE.

The system includes the functionality for processing and maintaining Application-Agreements required for each LEA. LEA Claims for Reimbursement will be processed by the system with a direct feed of Claims for Reimbursement to accounting. The standard payment system results in a monthly reimbursement payment being made to the LEA. Additional functionality will be provided to facilitate the day-to-day workings of the School Food Services Section of DESE.

The system will be WEB based, meaning all functionality will be provided via web screens. Both LEA and DESE personnel will view, enter/update, submit, and approve data in this fashion.

The **National School Lunch, Breakfast, After School Snack, Special Milk, and Donated Food Programs Permanent Application-Agreement** is a document originated and submitted by the LEA Authorized Representative. Upon being reviewed by DESE personnel, the Application-Agreement is approved by the DESE School Food Services Section Director putting the Application-Agreement into force. Once approved by the LEA and DESE School Food Services Section, the Application-Agreement is continuously in force until terminated per instructions set in the Application-Agreement.

School Food Services Program participation by each LEA changes throughout the duration of the permanent Application-Agreement. The system allows the LEA to update their Application-Agreement data at any time during the year and requires a review and update at the beginning of each school year. The LEA program participation data are maintained at the building level.

The LEA submits a **Lunch, Breakfast, After School Snack, and Special Milk Claim for Reimbursement** *(*Claim for Reimbursement) monthly. LEA Claims for Reimbursement are made by *Meal Count Centers*. A *Meal Count Center* is an LEA building where the students are actually served the School Food Services Program(s) and counted for reimbursement. Students from more than one LEA building may be served a School Food Services Program at one *Meal Count Center*. Student program participation counts are reported on the Claim for Reimbursement of the *Meal Count Center* where they are served the School Food Services Program. *Meal Count Center* Claims for Reimbursement are monitored and edited for program participation through Application-Agreement data.

The system is functionally subdivided into the following processes: Application-Agreement Regular Term, Application-Agreement Summer Term, Claims for Reimbursement, Child Nutrition Programs Summary, Annual Income and Expense Report, Student Direct Certification, CRE/SMI/TA Review Tracking, Food Management Company Contract Tracking, System Maintenance, and Reporting.

The School Food Services system is built within the DESE enterprise model and was developed utilizing Computer Associates' CASE tool COOL:Gen. WEB screens are best viewed with Microsoft Internet Explorer version 5.0 or newer with a screen resolution of 1024x768.

Security

Security within the system will be maintained by QA Technologies' Application Guardian Security (AGS) component. This component creates and builds roles based on business requirements.

Roles defined are:

DESE

SFS Level 2 Final Approval - Highest level of approval
SFS Level 1 Approval - Second highest level of approval
SFS Edit - Data entry and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report
SFS FMC Contract - Food Management Company Contract
SFS CRE/SMI/TA Review - CRE/SMI/TA Review
SFS View - View all data

LEA

SF LEA Authorized Representative - Highest level of approval. Will be able to submit Claim for Reimbursement in addition to SF LEA Submit and SF LEA Save access.
SF LEA Submit – Second highest level of approval. Will be able to submit Application Agreement and submit an Amended Claim for Reimbursement in addition to SF LEA Save access.
SF LEA Edit - Data Entry/Edit and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report
SF LEA View - View all data

School Food Services Main Menu (DESE)

The Main Menu screen can be accessed through the standard DESE logon WEB screen at
http://k12apps.dese.state.mo.us/webapps/logon.asp.

<u>Functionality</u>

School Food Services Informational Message (SFS only) - The text on the menu screen provides important
information relevant to the School Food Services system. The text content will be specified and maintained by
School Food Services personnel through the system maintenance WEB screen.

Menu List – Drop down list where selection of desired system function may be chosen. The menu list is
dependent on the type of user (LEA or SFS).
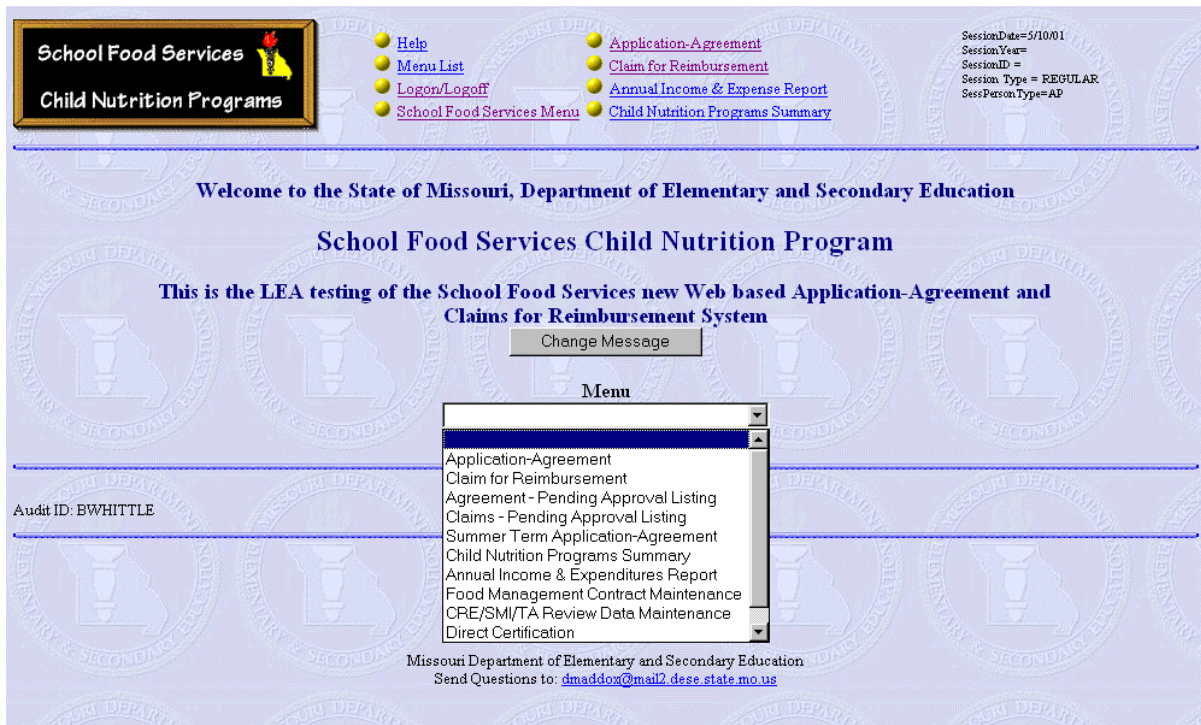
School Food Services System Header (DESE)

The SFS System Header is common to all SFS WEB screens. It provides the standard look and feel of most DESE systems. Namely, clicking Help will open a window displaying the contents of this document, the School Foods Services User Manual. Clicking Menu List will return the user to the System Selection Web Page. Clicking Logon/Logoff will log the user out of all DESE system and return the user to the main LOGON screen. Clicking School Food Services Menu will return the user to the School Food Services Main Menu Web Page. Clicking Application-Agreement, Claim for Reimbursement, Annual Income & Expense Report, or Child Nutrition Programs Summary will take the user to the selected Web Page.

School Food Services Selection Header (DESE)
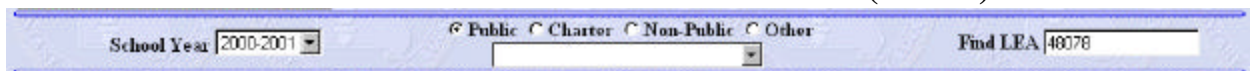
The SFS Selection Header is common to most SFS WEB screens. It provides selections available for the LEA currently being viewed. School Year is a drop-down box containing valid school years that may be selected to view that year's data for the selected LEA. DESE Information Technology will maintain the year/year detail tables. LEA List drop-down box provides a selection of LEAs eligible to participate in School Food Services programs. Selecting an LEA from the drop-down list will display that LEA's data.

School Food Services personnel, through a GUI window accessing Educational Institution, control the LEAs listed. LEAs in this list are eligible to submit Application-Agreements and Claims for Reimbursement but not necessarily receive direct payments. Find LEA is an entry box to key in a valid LEA agreement number to automatically view that LEA's data.
   ?? *LEA not found in Educational Institution*

School Food Services Status Header (DESE)
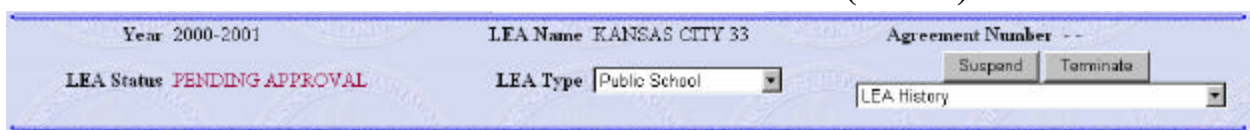
The SFS Status Header is common to most SFS WEB screens. It provides status information on the data currently viewed. Year displays the school year for the data being viewed. LEA Name provides the name of the current LEA. Agreement Number displays the agreement number for the current LEA. Educational Institution component supplies this data and is maintained separate from School Food Services. LEA Status displays the status of the data being viewed. LEA Type provides the classification of the current LEA. The selections of Public, Public-Charter, Non-Public, State Schools, Laboratory Schools, and Blind/Deaf Schools are included in a drop-down list. LEA type is selected by DESE School Food Services personnel on initiation of a LEA as a School Food Services eligible participant. LEA type is used to identify LEAs for payments and reporting purposes. LEA History is a drop-down box displaying all statuses of the current LEA. You may choose any selection in the box by clicking on it to display that data on the WEB screen.
   ?? *Error: LEA type must be selected*
   ?? *Error: LEA Status not found*
   ?? *Error: LEA Status not = APPROVE - Updates not allowed*

School Buildings Participating in SFS Programs (Building List)

The Building List WEB screen is accessed by clicking the Building List button [<< Building List] from the Building Data WEB screen or by clicking the Enter/Edit Building Data [Enter/Edit Building Data >>] button from the Application-Agreement WEB screen. It may also be accessed by the Building Edit [Building Edit >>] button from the Application-Agreement WEB screen (SFS only).

The Building List WEB screen (Figure 1) lists the LEA's buildings eligible to participate in School Food Services programs for the current LEA. This list is derived from Educational Institution and maintained by School Food Services personnel through GUI windows. If it is necessary to add a building, please contact School Food Services. This screen also provides the percentage for Free and Reduced Enrollment, indicators for Remove Building, Preparation Center and Meal Count Center, and access to the Enter/Edit Building Data WEB screen and any applicable Edit Checks.

Figure (1)

Functionality

It is important to note again that all Edit Checks will be presented in *italic.* Edit checks are defined as inspections the program performs to ensure that valid data has been entered.

<< Agreement Data The Agreement Data button will take you to the Application-Agreement WEB screen for the current LEA.

Save Clicking the Save button will save the WEB screen data and report back any edit checks that are found.

Amend Building Data Amend Building Data button will allow authorized user to edit data on the Building List WEB screen. The Save button must be initiated in order to save any changes.

? The Question Mark button noticed throughout the pages will take you directly to a help feature for the section you are inquiring.

Building – Buildings associated with and/or participating in SFS programs of the selected LEA for the designated year. School Foods Services must be contacted in order to add a building.

% Enrollment Free/Reduced – The percent of enrollment eligible for Free and Reduced Lunches is used to determine if a site is area eligible for the After School Snack program.

Remove Building – Indicates that the building should be removed from participation in School Food Services programs. The indicator removes the building from being edit checked and sets warning flags so School Food Services personnel will find and remove the indicated building. A building may not be removed if it is a Preparation Center, Meal Count Center or if data exists.

Preparation Center – The LEA will select the checkbox indicating if the building is considered a Preparation Center. Preparation Center is defined as a facility that is responsible for preparing meals.
- ?? *Warning: Building not participating in Lunch Program but is designated as a Preparation Center*
- ?? *Error: Building must participate in the Lunch, Breakfast, After School Snack, and/or Special Milk Programs*

Meal Count Center – The LEA will select the checkbox indicating if each building is considered a Meal Count Center. A Meal Count Center is defined as a facility where students are fed and physically counted when participating in a School Food Services Programs. Once a claim has been filed, a building cannot be deleted as a Meal Count Center.

Enter/Edit Building Data - **>>** The chevron push buttons allow the user to select a building to enter/edit building data. Clicking this button will open the Enter/Edit Building Data WEB screen.

Building Edit Check - The Edit Check table column indicates the edit status of the LEA School Building data. Status can be OK, Error, or Warning.
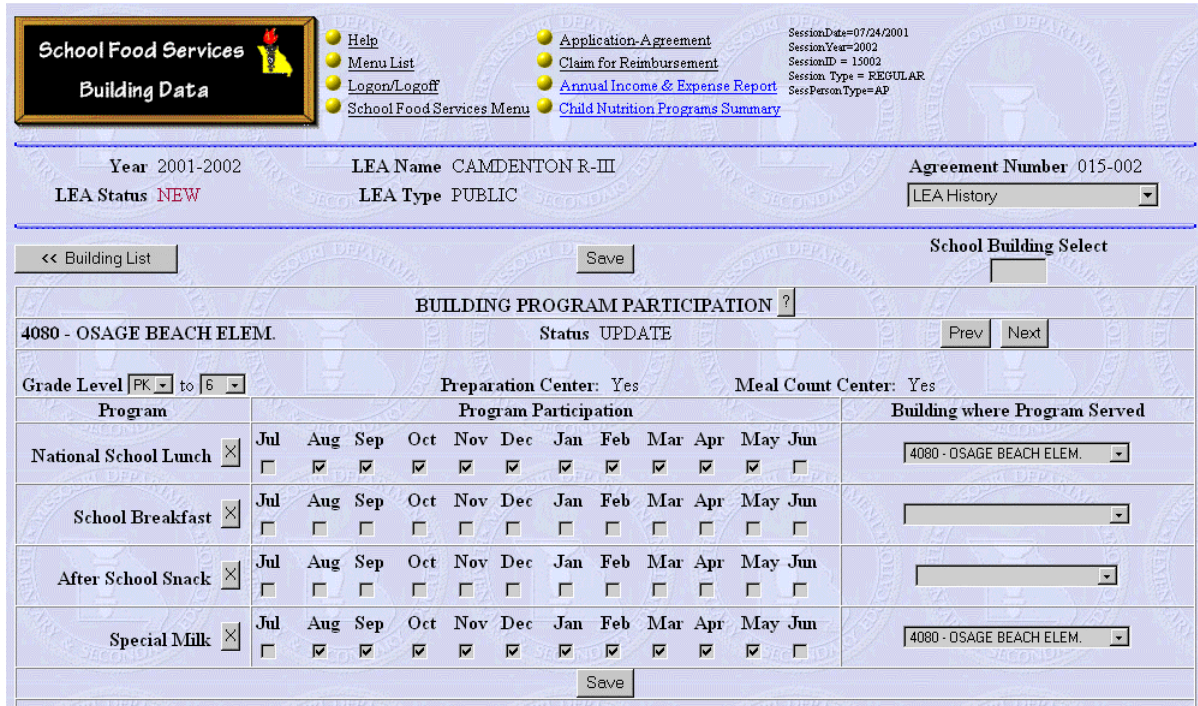
Edit checks are returned when the Save button is clicked. If errors or warnings exist, the appropriate Errors/Warnings button will be displayed. Clicking the Errors/Warnings button will bring up the standard Error/Warning screen.

An Error edit status indicates error(s) exist and must be corrected before the data can be submitted to School Food Services for approval. A Warning edit status indicates data is questionable and the user must review the edit warning and supply a comment explanation before submitting the data. An OK status indicates that all data has passed edit checks.

Enter/Edit LEA Building Data (Building Data)

The Building Data WEB screen is accessed by using the Enter/Edit Building Data [>>] button from the Building List WEB screen or Application-Agreement WEB screen (SFS only).

The Building Data WEB screen (Figure 1) provides data used by the Claim Reimbursement WEB screens to control the availability of School Food Services programs for reimbursement by the LEA.

Figure (1)

Functionality

It is important to note again that all Edit Checks will be presented in *italic*. Edit checks are defined as inspections the program performs to ensure that valid data has been entered.

SFS Selection Header – The SFS Status Header is not present as it is for Application-Agreement and Claim for Reimbursement WEB screens.

[<< Building List] The Building List button will take you to the Building List WEB screen for the current LEA.

[Save] Clicking the Save button will save the WEB screen data and report any edit checks that are found.

[Amend Building Data] Amend Building Data button will allow authorized user to edit data on the Building Data WEB screen. The Save button must be initiated in order to save any changes.

The School Building Select entry field is used for accessing a building for the current LEA by entering a valid building number and then pressing the Tab key.

> ?? *LEA Building not found in Education Institution*

The Question Mark button noticed throughout the pages will take you directly to a help feature for the section you are inquiring.

Building Name and Status – This area displays the building number and name of the building as stored in Educational Institution. The status of the Building Program Participation is displayed to the right of the building data.

1. **New –** New is defined as a valid LEA that has no current Application-Agreement.

2. **Renewal** – Status for Application-Agreement after a new year has become effective and the LEA has not submitted the new year's data. Application-Agreement Renewal will be made on an annual basis.

3. **Pending DESE Approval** - Pending is defined as awaiting approval/disapproval from DESE School Food Services.

4. **Approved** - Approved indicates acceptance by DESE School Food Services.

5. **Disapproved** - Disapproval indicates errors or issues not resolved.

6. **Suspended** – Current Application-Agreement is locked and no amendments or claims for reimbursement can be made.

> ?? *Error: LEA building Status not = UPDATE*

Grade Level - Selection of the grade span served in the current building. Range is PK – 13. Grade level 13 indicates ungraded.
> ?? *Error: Beg Grade Level must be selected*
> ?? *Error: End Grade Level must be selected*
> ?? *Error: End Grade Level must be > or = Beg Grade Level*

Preparation Center – Displays "Yes" if the building is a Preparation Center as set on the Building List screen.

Meal Count Center - Displays "Ye s" if the building is a Meal Count Center as set on the Building List screen.

Program Participation – Click checkbox to indicate that the School Food Services program is being offered to students at the current building for each program indicated. The X button will mark the "Aug" through "May" boxes. Additional boxes may be checked or unchecked. The programs will be listed according to responses made to the Program Participation section of the Application-Agreement WEB screen. Please refer to this screen if data appears incorrect.

Building where Program Served - The drop down selection box lists all Meal Count Centers for the current LEA. This selection is used by the Reimbursement Claim to allow students of a building to be counted at another for claim purposes.

The building location where the program is served must be specified for each program. If the building is a Meal Count Center, then the default is the building itself. If the building **is not** a Meal Count Center, then the user must select the building where the students physically receive the School Food Services program.
> ?? *Error: Building where Lunch Program Served must be selected if not the Meal Count Center*
> ?? *Error: Building where Breakfast Program Served must be selected if not the Meal Count Center*
> ?? *Error: Building where After School Snack Program Served must be selected if not the Meal Count Center*
> ?? *Error: Building where Special Milk Program Served must be selected if not the Meal Count Center*
> ?? *Error: Building should not be in Special Milk Program for this Beg and End Grade Level*

Severe Need Breakfast Status – Indicates the status of the district requesting Severe Need Breakfast. The Severe Need Breakfast Status area only appears when the building participates in the Breakfast program for at least one month during the year. The LEA selects consideration for Severe Need status and if checked "yes" processing will occur. If selection is set to "no," the counts are set to zero resulting in 0% and "NOT ELIGIBLE" status.

The Total Number of Free and Reduced Lunches Served 2nd Prior School Year and Total Number of Student Lunches Served 2nd Prior School Year will be collected on the monthly Claim for Reimbursement. Please note that these counts will not be available the first two years. If data is found, it will be displayed and the file will be non-enterable by the LEA or School Foods Services personnel. Approved SFS personnel may open the filed by using the "SFS Count Override" button. This will appear only if prior year data is found. The field will be enterable if data is not found for second prior year.

Percent Free and Reduced - Display the percent of free and reduced to total. Updated when the counts are changed.

Figure (2)

Severe Need Breakfast Approved – If the percent of Free and Reduced Lunches served the prior-second year is equal to or greater than 40% of the total lunches served that year, then the building is approved for Severe Need Breakfast. If students from more than one building are served the Breakfast program at a meal count center and if one of the buildings qualifies as severe need, then all students served may be counted as Severe Need.

Severe Need Breakfast Not Eligible - If the Percent of Free and Reduced Lunches served the prior-second year is less than 40% of the total lunches served that year, then the building is not eligible for Severe Need Breakfast.

SFS Override - SFS personnel may check the SFS Count Override button allowing corrections to be made to the lunch counts thus changing the Percentage of Free & Reduced Lunches served. This affects approval for Severe Need Breakfast. When checked by approved SFS personnel, data may be entered and saved. To reset the button you must take the building out of the Breakfast program and reinsert it. The checkbox is only present if prior year data is found. Comments should be made documenting changes made.

The SFS Approval Override checkbox is only visible to DESE users. When checked by approved SFS personnel the Severe Need status is set to "APPROVED." Un-checking the button will release the approval back to the calculated value. If status is approved, then the checkbox is not present. Comments should be made documenting changes made.

Figure (3)

Snack Program – This section is used to indicate Area/Non-Area After School Snack eligibility and is referenced on the Claim for Reimbursement to set the reimbursement rate.

The LEA building is either Area Eligible or Non-Area Eligible approved for the School Food Services After School Snack program. Eligibility is determined by the Percent of Free to Reduced Lunch enrollment from the January prior year (New System will use Oct. claim prior year). If the percent is equal to or greater than 50%, then the building is Area Eligible approved, else, the building is Non-Area Eligible Snack approved. If the building does not qualify for Area Eligible Snack (less than 50%), then the SFS Count Override checkbox is available such that School Foods Services special approval may be made.

SFS Override - SFS personnel may check the SFS Count Override button allowing corrections to be made to the Lunch counts thus changing the Percentage of Free & Reduced Lunches served. This effects approval for Severe Need Breakfast. When checked by approved SFS personnel, data may be entered and saved. To reset the button you must take the building out of the Breakfast program and reinsert it. The checkbox is only present if prior year data is found. Comments should be made documenting changes made.

The DESE Approval Override checkbox is only visible to DESE users.   When checked by approved SFS personnel the Severe Need status is set to "APPROVED." Un-checking the button will release the approval back to the calculated value. If status is approved, then the checkbox is not present. Comments should be made documenting changes made.

Figure (4)

Breakfast waived – This area is only for public schools. If checked by School Food Services, the LEA will be able to enter Begin and End Dates.

Special Provision Data – This section allows DESE personnel to indicate a building's participation in School Food Services programs as provision 2 or 3.

Figure (5)

LEA Comments *Figure (5)* – This comment box is reserved for the LEA to correspond messages to DESE School Food Services regarding their Application-Agreement. Both the LEA and DESE School Food Services can view these comments. The maximum is 1000 characters.

DESE Comments *Figure (5)* **–** This comment box is reserved for DESE School Food Services personnel to correspond messages to the LEA regarding their Application-Agreement. Both the LEA and DESE School Food Services can view these comments. The maximum is 1000 characters.

DESE Permanent Comments *Figure (5)* **–** This comment box is reserved for DESE School Food Services personnel to record notes concerning the specified LEA regarding their Application-Agreement. These notes will not be deleted and will be viewed by DESE School Food Services only and will serve as a form of history. The maximum is 1000 characters.